

S E C R E T

DETACHMENT H

10 January 1968

STANDARD OPERATING PROCEDURE

H-20-7

ENVIRONMENTAL AND MORALE PROGRAM

- I. **PURPOSE:** To establish the policy and procedures for implementation of the Environmental and Morale Program (EMP).
- II. **SCOPE:** This SOP is applicable to all Military and Staff personnel of the Detachment. 25X1A 25X1A
- III. **RESPONSIBILITY:** Chief, [REDACTED] is responsible for the administration of the EMP Program for [REDACTED] and issues travel authorizations provided proper authority to leave the Station is presented. The Detachment Director of Support will be responsible for coordinating the processing of applications to [REDACTED] through proper channels of the [REDACTED] 25X1A 25X1A
- IV. **PROCEDURES:** The program will be conducted in accordance with the following:
- A. **Policy:**
1. Participants in the EMP are eligible for one trip per year to only one specified location, either [REDACTED] An additional trip will not be authorized to a second location, unless there is no one available from the waiting list of first time participants. 25X1A
 2. Travel opportunity will be afforded on an equitable basis to all Military and Staff personnel and accompanying dependents without regard to rank or grade, military or civilian. Contract tech reps are not eligible.

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3. Eligible dependents may travel only when accompanied by a sponsor who must be in a leave status.

B. Eligible Participants: All Detachment Military and Staff personnel and their authorized dependents may participate in EMP. The following restrictions, however, are applicable to the program:

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1. Theater or international restrictions for [REDACTED] shall be complied with.
2. Authorizations for travel issued in connection with this program will contain only one specified place to which travel may be performed.
3. Compliance with all directives and requirements pertaining to passports, visas, foreign customs and immunization is required.
4. Female participants beyond the seventh month of pregnancy on the date the flight is scheduled are not eligible for EMP flights.
5. Only participants who are 11 years of age, or older, as of the month in which the flight is scheduled will be permitted to accompany a sponsor to [REDACTED]
6. Participants will:
 - (a) Accomplish the air transportation agreement in accordance with Joint Service Regulation AFR 76/6/AR 96-20/CPNAVINST 4630.10 (this does not apply to Military personnel).
 - (b) Have sufficient personal funds to defray the cost of return trip via commercial transportation in the event available military air transportation cannot be provided.

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- C. Method of Travel: Authorizations for travel will identify personnel as valid participants in this program. All travel will be on a space available, non-reimbursable basis.
1. Military air transportation may be furnished in accordance with the effective edition of Joint Service Regulation AFR 76/6/AR 96-20/CPNAVINST 4630.10.
 2. Travel under this program need not be restricted to scheduled military air transportation. Provided facilities are available and prescribed safety standards and regulations are adhered to, non-scheduled military aircraft may be utilized.
- D. Specific Procedures: Employees wishing to participate in the program will:
1. Obtain written permission from his immediate supervisor and concurrence of the Detachment Commander.
 2. Complete and sign Application for Environmental and Morale Leave Program (EMP, [REDACTED] Form 25), in duplicate and return to the Director of Support for processing. Copies of [REDACTED] Form 25 are available in the Administrative Office.
 3. Upon receipt of travel orders, report to the Operations Desk at the MAC Terminal not earlier than 72 hours or later than 24 hours prior to scheduled flight to process for the flight. Passport(s), Shot Record(s) and Order(s) will be presented to the operations personnel at this processing. Upon reaching the EMP destination, appropriate arrangements must be made for return travel.
- E. Security Briefing:
1. Sponsors applying for travel under EMP will report to the Security Office prior to departure from [REDACTED] so that appropriate security briefing may be accomplished and emergency contact instructions provided.

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2. Upon return [REDACTED] sponsors will again report to the Security Office for debriefing.

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[REDACTED]
Detachment Commander

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